

**MINUTES OF TOWN BOARD MEETING OF APRIL 13, 2020
HELD AT THE TOWN HALL, 8529 MAIN ST., CAMPBELL, NEW YORK**

PRESENT: **Town Board Members:** Jeffrey Horton John R. Tschantre; Glenn Vogel, Terry Wheat **Town Clerk:** Michelle L. Seeley; and **Highway Supt:** Thomas A. Austin; **Code Enforcement Officer:** Thomas Hargrave

ABSENT: James Drumm

GUESTS: Under Executive Order # Order 202.15 & Executive Order # 202.1, no public was allowed at the meeting.

Call To Order/Pledge /Roll Call/ Prior Minutes.

Jeffrey Horton explained to the attending Board and Town of Campbell employees in attendance that the open meeting law had been placed on hold until May 7, 2020, due to the COVID-19 Executive order 202.15. The meeting was recorded and is available by simple request to the Town Clerk.

Mr. Horton called the regular monthly meeting to order at 7 p.m. at the meeting room of the Campbell Town Hall and led the pledge of allegiance. The Town Clerk then took roll call. The minutes of March 9, 2020 were noted.

A motion was offered by Terry Wheat and seconded by John Tschantre to accept the minutes referenced above as written. Adopted by vote: AYE: 4 NAY: 0 Absent: 1

REPORTS

Monthly Reports Filed.

It was noted that all monthly reports dated April, 2020 were received from the various departments and, Copies were filed with the Town Clerk. None were read out loud and are attached as submitted.

Highway Report (Thomas Austin) (Verbally given to board)

The Highway Department was able to complete the Manning Ridge pipe boring job, paid for from the Hakes C&D account.

Tom will be holding off on the Salt Storage Building project for now due to income during the COVID-19 pandemic.

The shop is back to running with a full crew for the first week, and will be hauling cold patch. Each crew member has been instructed to maintain social distancing and sterilization protocol until the governor releases restrictions. Each man is in his own truck and has been issued masks and gloves.

Water Report (Thomas Austin)

April Training has been canceled due the COVID-19 health crisis so Tom will be looking for on-line training to meet the required training for 2020.

CNG is putting a gas main on Scott Road, Sullivan Trail will help dig for hydrant and is covered under insurance.

Bookkeeper Report (Wendy Oman) (on file)

April 13, 2020 Board Meeting - Bookkeeper Report for March 2020

Revenue Notes

Regular monthly Revenue received from the Town Clerk and the Court Clerk. All Bookkeeper accounts settled and Supervisor report given to the Town Supervisor.

Additional Revenue Received

Timber Harvest Deposit - Stocum	\$ 500.00
*Hometown Hero Project - Brackets	\$ 10,090.00
Hometown Hero Projects - 56 Banners	\$ 5,637.50

*Total Bracket Money Received = \$10,900.00

Voucher received from Rileighs Outdoor Décor for \$10,090.00 to order 125 brackets @ \$79.00 each + \$215.00 to ship via pallet. This voucher is in this month's voucher run.

Transfers Needed by Approval of Board

FROM	\$\$\$\$	TO	REASON
A1010.4	1000.00	A1330.4	Rosplock - NY not accounted for in budget

COVID-19 Payroll account numbers set up to distinguish payroll amounts paid out as COVID-19 money. No transfer approval needed, these are just sub-accounts within payroll.

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Just a note – I have received a bulletin from the Association of Towns, Budget Notes from the new State Budget – on reverse side of this report. The first paragraph “Balanced Budget Amendment” concerns me. Although in the paragraphs that follow it does say that we should get CHIPS, PAVE-NY and Winter Recovery Funds for Highway as well as AIM money for General, I believe IF we receive money it will not be until December. I also feel that Sales Tax money may work the same way and not be distributed to the counties in the usual way, which will mean that the Towns will not receive as normal – this affects our cash flow.

We are fortunate to be “okay” for now, but we have to continue to adhere just to the 2020 budget lines with no additional spending.

Dog Control (Randy Akins)

Codes (Thomas Hargrave) (Present)

To: Town Board

From: Tom Hargrave CEO

Date: April 13, 2020

Subject Monthly report for Building Dept

1. There were 13 building permits issued

(1) Pavilion

(2) Fences

(3) Roofs

(1) Each – storage area, shed, septic repair, demolition, deck replacement, commercial bldg., modify attached garage to a bedroom

2. There were (5) permit inspections

3. New roof was installed at 4310 Tannery Rd.

4. There were (5) violation notices sent

(3) Building without a permit

(2) Failure to maintain exterior properties

On 3/18/2020 a conscious decision was made to suspend any further violation notices being sent until the virus pandemic was resolved.

5. There were (3) permits closed out this period as complete.

Assessor Report (Holly Smalt) (On File)

Dear Board Members,

The following report will bring you up-to-date on the activities of the Assessor’s Office. The 2020 Reval has been halted as result of the COVID-19. I will begin the process for the 2021 Reval after the Final Roll is filed on or about July 1.

The majority of the month was spent finalizing the reval. The last few weeks I have been busy working on preparing the Tentative Roll (special franchise, certifying state land, exemptions, and telecommunications) and undoing and processing what was completed for the reval.

The cut-off date for processing of the Tentative Roll has been changed from April 3rd to April 14th because of COVID-19 and the limited resources.

Grievance is scheduled on May 28th from 4pm – 8pm at the town hall. Not knowing what next month will be with the Coronavirus we will need to discuss the procedure for the Board of Assessment Review meeting as we get closer to the date.

Once again if there are any questions or comments, please feel free to contact me.

Supervisor Report (Jeffrey Horton)

Town Clerk Report (Michelle Seeley) (Present)

Hometown Hero Banner Sales are going well. I am continuing to process all normal business, meeting many people outside. I have been doing Marriage Licenses for people from Rochester to Horseheads.

Fire Department Report

Both fire departments have suspended trainings, but continue to answer calls.

NEW Business

Campbell Yard Sale Days

A motion to postpone the annual Campbell Yard Sale Days from May 16, 2020 to September 12, 2020 was made by Terry Wheat and seconded by Glenn Vogel.

Adopted by Vote 4: Yea 1 Absent 0: Nay

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Standard Workday resolution

RETIREMENT STANDARD WORK DAY. RESOLUTION #3 of 2020 offered by Glenn Vogel and seconded by Terry Wheat.

BE IT RESOLVED, that the Town Board be and hereby establishes the following as a standard work day for elected and appointed officials for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

ALL ELECTED OFFICIALS—Supervisor; Councilperson; Town Clerk;
Tax Collector and Town Justice—Five day work week; six hour day.
Superintendent of Highways—Five day work week, eight hour day.

APPOINTED OFFICIALS--- Code Enforcement Officer; Dog Control Officer; Assessor.—Five day work week, six hour day.

Adopted by Vote 4: Yea 1 Absent 0: Nay

Executive Session.

On motion of Terry Wheat seconded by Glenn Vogel, the following resolution was adopted: RESOLUTION #04-2020: RESOLVED that this Board move into executive session to discuss items concerning Budget review for Personnel Services. Time 7:40 PM. Adopted by Vote 4: Yea 1 Absent 0: Nay

Close Executive Session.

On motion of Terry Wheat, seconded by John Tschantre, the following resolution was adopted: RESOLUTION #05-2020 Resolved that the executive session be closed and that this Board return to regular meeting. Time 8:20PM. Adopted by Vote 4: Yea 1 Absent 0: Nay

Mowing

Joe Gauss has been hired to provide mowing services to the town for the 2020 season. Due to a predicted shortfall in sales tax revenue because of the COVID-19 shutdown, the HWY guys will be assisting Joe with the mowing. A motion to allow the HWY to assist Joe Gauss with the mowing was made by Glenn Vogel and seconded by John Tschantre. Adopted by Vote 4: Yea 1 Absent 0: Nay

Announcements

Voucher Audit – 7:20 p.m.

Vouchers were submitted and approved as follows:

General Fund Vouchers # 107-127 & 129-133	\$ 49,591.16
Highway Vouchers # 162-80	\$ 48,593.86
Water District 1 SW- Vouchers # 17-24	\$ 1,687.94
Water District 2 SW2-Vouchers # 8-12	\$ 1,040.65
Water District 3 SW3-Vouchers # 8-12	\$ 2,614.90
Street Lighting SL Voucher # 128	\$ 882.32
Trust & Agency TA Voucher # 3-4	\$ 346.00
Fire District 1 Voucher #	\$
Fire District 2 Voucher #	\$
For a grand total of	\$ 104,756.83

Adjournment.

There being no further business before the Board, the meeting was, upon motion by John Tschantre and seconded by Glenn Vogel adjourned at 8:30 p.m.

Respectfully submitted,

DRAFT


MICHELLE L. SEELEY
Campbell Town Clerk

DATED: April 27, 2020.